

DEFENSE UTILITY ENERGY REPORTING SYSTEM (DUERS)

Welcome to DUERS! This web-enabled reporting system shall be used to report your monthly energy consumption. This system replaces the older, bulletin board system you're probably used to using. The system has been designed to be user-friendly, and we hope that you will be able to navigate through the system with ease.

The following user's guide is actually a road map through the system that will help you find whatever entry or report screen you are looking for – should you need assistance. Simply look through the table of contents to find the particular report or data entry screen you're looking for. Specific steps on how to access those pages are located within that chapter.

There are two sections in this guide, one for individuals who only need to view the various reports and one for the actual reporters of the data.

If you still are having difficulty navigating through the site, or if the program is not responding as expected, you can always call the **Energy and Utilities applications helpdesk at 1-800-313-5184**. This helpdesk is in operation Monday through Friday from 8:00 AM until 8:00 PM, Eastern Standard Time. (For easy reference, this number is displayed in the header and footer of each page of this guide.)

TABLE OF CONTENTS

DUERS REPORTERS

DUERS Login	2
Enter DUERS data	2
Update Previous Quarter	2
View Energy Data and Reports	2-3
View/Update Points of Contact	3
Create/view/Update Activity Information	4

VIEW ENERGY DATA

View Energy Audit Reports	5
View DUERS Data	5
Create User-defined Exports	5-6
Search for an Activity	6

FOR DUERS REPORTERS ONLY

Select DUERS Login

Enter your Login Name and Password then click on login to:

- Enter DUERS data
- Update Previous Quarter
- View Energy Data and Reports
- View/Update Contacts
- Create/View/Update Activity Information

To enter **DUERS Data**:

Select Input Current DUERS Data by Reporting UIC to report the current quarter then click on **Continue**.

Enter the quantity and cost of each energy type then click on **Submit** (use the tab key to move through the cells), click on **Next** to go to the next activity

Select Input DUERS Data by selecting a single UIC to report one activity.

Enter the quantity and cost of each energy type then click on **Submit** (use the tab key to move through the cells)

Select **Update Previous Quarter** to make corrections to prior data:

Select fiscal year and quarter then select update by Reporting UIC or update by a Single UIC then click on **Submit**

Enter data corrections and give an explanation for the update then click on **Submit** (use the tab key to move through the cells), click on **Next** to go to the next activity if Reporting UIC was selected

The reports and graphs are formatted for the Adobe Reader 4.0+. A link to download Adobe Reader is provided.

Select **View Energy Audit Reports** to access:

- Navy Management Summary (EAR00)
Select fiscal year and quarter then click on **Generate Report**
- Major Claimant Summary (EAR01)
Select fiscal year, quarter, and Major Claimant you'd like to view then click on **Generate Report**
- Major Claimant Detail (EAR02)
Select fiscal year and quarter then click on **Generate Report**
- Sub Claimant/Region Summary (EAR03)
Select fiscal year, quarter, and Sub Claimant/Region you'd like to view then click on **Generate Report**
- EFD/EFA Summary (EAR05)
Select fiscal year, quarter, and EFD or EFA you'd like to view then click on **Generate Report**
- Navy and Marine Summary (EAR07)
Select fiscal year and quarter then click on **Generate Report**

- Activity EAR Report (EAR16)
Select fiscal year, quarter, and Activity you'd like to view then click on **Generate Report**

Select **View DUERS Data** to view DUERS consumption data:

Select fiscal year, quarter, and group you'd like to view then click on **Submit**

The exports are fixed-width text files that can be imported into a spreadsheet or database.

Select **User-defined Exports** to extract detail and summary exports:

- Detail Export
Select the fiscal year and quarter then click on **Submit**
To export data for one activity, select UIC/Activity Name then click on **Export Single**
To export data for groups of activities, select the group you would like to export then click on **Export Group**
To export for a pre-defined export group, select the pre-defined group, then click on **Export PreDefined**
- Summary Export
Select the fiscal year/quarter range then click on **Submit**.
To export data for one activity, select UIC/Activity Name then click on **Export Single**
To export data for groups of activities, select the group you would like to export then click on **Export Group**
To export for a pre-defined export group, select the pre-defined group then click on **Export PreDefined**

Select **Search** to search for a single activity or group of activities.

Select a UIC, Activity Short Name or Activity Long Name then click on **Search**

To search for groups of activities, select the group you would like to find then click on **Search**

To search for a pre-defined search group, select the pre-defined group then click on **Search**

Note: if you don't know the Activity UIC use the **Name Fragment** selection by entering a part of the activity name (e.g. "shipyard" to find Naval Shipyard XYZ)

Select **View/Update Contacts** to update points of contact:

Select point of contact to be view/update then click on **Update**

Enter contact information then click on **Submit** (use the tab key to move through the cells)

Select **Create/View/Update Activity Information** to view/update activities and request changes to activities:

- Select View an Activity then click on **Continue**
View UIC Information, Active Utilities Information and Remarks about the activity
- Select Update an Activity then click on **Continue**
Enter the update for UIC and/or Utility information and the reason for change then click on **Submit** (use the tab key to move through the cells)
- Select Create a New Prefix for then click on **Continue**
Enter UIC and Utility information and Request Justification then click on **Submit** (use the tab key to move through the cells)
- Select Create a New Activity then click on **Continue**

Enter Activity information, UIC information, Utility information and Request Justification for new activity then click on **Submit** (use the tab key to move through the cells)

TO VIEW ENERGY DATA

Select **View Energy Data** to:

- View Energy Audit Reports
- View DUERS Data
- Create User-Defined Exports or
- Search for an activity

The reports and graphs are formatted for the Adobe Reader 4.0+. A link to download Adobe Reader is provided.

Select **View Energy Audit Reports** to access:

- Navy Management Summary (EAR00)
Select fiscal year and quarter then click on **Generate Report**
- Major Claimant Summary (EAR01)
Select fiscal year, quarter, and Major Claimant you'd like to view then click on **Generate Report**
- Major Claimant Detail (EAR02)
Select fiscal year and quarter then click on **Generate Report**
- Sub Claimant/Region Summary (EAR03)
Select fiscal year, quarter, and Sub Claimant/Region you'd like to view then click on **Generate Report**
- EFD/EFA Summary (EAR05)
Select fiscal year, quarter, and EFD or EFA you'd like to view then click on **Generate Report**
- Navy and Marine Summary (EAR07)
Select fiscal year and quarter then click on **Generate Report**
- Activity EAR Report (EAR16)
Select fiscal year, quarter, and Activity you'd like to view then click on **Generate Report**

Select **View DUERS Data** to view DUERS consumption data:

Select fiscal year, quarter, and group you'd like to view then click on **Submit**

The exports are fixed-width text files that can be imported into a spreadsheet or database.

Select **User-defined Exports** to extract detail and summary exports:

- Detail Export
Select the fiscal year and quarter then click on **Submit**
To export data for one activity, select UIC/Activity Name then click on **Export Single**
To export data for groups of activities, select the group you would like to export then click on **Export Group**

To export for a pre-defined export group, select the pre-defined group, then click on **Export PreDefined**

- **Summary Export**

Select the fiscal year/quarter range then click on **Submit**.

To export data for one activity, select UIC/Activity Name then click on **Export Single**

To export data for groups of activities, select the group you would like to export then click on **Export Group**

To export for a pre-defined export group, select the pre-defined group, then click on **Export PreDefined**

Select **Search** to search for a single activity or group of activities.

Select a UIC, Activity Short Name or Activity Long Name then click on **Search**

To search for groups of activities, select the group you would like to find then click on **Search**

To search for a pre-defined search group, select the pre-defined group then click on **Search**

Note: if you don't know the Activity UIC use the **Name Fragment** selection by entering a part of the activity name (e.g. "shipyard" to find Naval Shipyard XYZ)